

City of Santa Fe, New Mexico

City of Santa Fe Economic Development Division

9/16/15

Request for Qualifications '16/01/RFQ

Services to Operate an Accelerator and Connect Participants to Financing

Submit Proposal to: Kate Noble, Interim Housing and Community
Development Director
City of Santa Fe
kinoble@santafenm.gov

Or hand-deliver to
500 Market Street, Suite 200

No later than: 10:00am local time, Friday, October 2, 2015

Request For Qualifications

Background: The City of Santa Fe is working to invigorate entrepreneurship and business development and success in Santa Fe. To this end, the Economic Development Division has put together a continuum of resources to serve businesses of different stages. An accelerator which will cultivate and increase the success of growing businesses is a key part of this continuum.

Submittal Requirements:

The City of Santa Fe's Economic Development Division is seeking qualified respondents to run a pilot acceleration program. Proposals should include the following:

- **Project Description and Timeline** – Details on projected dates and scheduling, curriculum and instructors; also, mentor involvement, outreach and marketing and any other operational details relevant to understanding the program. The project description should include details on how participants will be connected to financing opportunities through the program and/or at its conclusion.
- **Project Budget and Leverage** – Complete project budget including the amount of funding requested from the City of Santa Fe and all other sources of funding and leverage (i.e. in-kind and volunteer services).
- **Project Deliverables and Measures** – Detailed list and/or description on what the City of Santa Fe will receive by the completion of the pilot. Include relevant information gathered and how success of the pilot will be measured.
- **Team Members** – Details on the project team, relevant skills, roles and responsibilities.

Proposal:

Proposals should be no more than 5 pages plus an additional 1 page for the project budget (no more than 6 total pages), and are **due by 10:00 am, Friday, October 2, 2015**.

Evaluation Criteria and Evaluation Committee

The evaluation committee will consist of City of Santa Fe Economic Development Division staff members and will be scored according to the following:

Project Description and Timeline:	40%
Project Budget and Leverage:	20%
Project Deliverables and Measures:	20%
Team Members:	20%